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Amendments97-526
February 9, 1984

MEMORANDUM

TO: The Boston Redevelopment Authority

FROM: Robert J. Ryan, Director

SUBJECT: Amendment No. 10 to the Personnel Policy/
Change in Retirement Deductions

The following Amendment to the Personnel Policy dated October 11, 1973 is submitted for your approval.

This Amendment is contained in Chapter 661 of the Acts of 1983.

AMENDMENT NO. 10

VOTED: to amend the Authority's Personnel Policy as follows:

Change second sentence under paragraph 16. Retirement, Page 13, to read: Automatic weekly payroll deductions are made and credited to each employee's account as follows: 5 percent for employees hired prior to January 1, 1975, 7 percent for employees hired after January 1, 1975 and prior to January 1, 1984, and 8 percent for employees hired on or after January 1, 1984.





MEMORANDUM

AUGUST 11, 1983

TO: BOSTON REDEVELOPMENT AUTHORITY

FROM: ROBERT J. RYAN, DIRECTOR

SUBJECT: AMENDMENT NO. 9 TO THE PERSONNEL POLICY
CHANGE IN TRAVEL BENEFITS

The following Amendment to the Personnel Policy dated October 11, 1973, is submitted for your approval.

The Authority's present Personnel Policy authorizes a per diem rate of \$25.00 supported by receipts and \$18.75 per diem without authorized receipts solely to cover meals. Lodging expenses supported by receipts are reimbursable up to \$90.00 per night. Current mileage allowance is twelve cents a mile.

Surveys have shown that most Authorities in this area, such as MassPort, Turnpike, Boston Housing and the MBTA, have more realistic reimbursement limits for authorized personnel. In order that the Authority may authorize travel expenses in a comparable manner, the following Amendment to the Personnel Policy is submitted for your consideration:

AMENDMENT NO. 9

VOTED: To amend the Authority's Personnel Policy on page 16; Section 22, "OFFICIAL TRAVEL AND MILEAGE REIMBURSEMENT"; Subsection a, "Travel Policy"; the first sentence in the third paragraph should read: "In addition to the reimbursable costs as outlined above, also authorized are: (1) a per diem rate for travel expenses of \$35.00, supported by receipts; in the absence of receipts, \$25.00 will be allowed as per diem; this is solely to cover meals; (2) lodging expenses supported by receipts; rooms in excess of \$100.00 require prior approval of the Director."; and

FURTHER

VOTED: To change the mileage allotment on page 16; Section 22, to twenty cents (20¢) per mile in the first and second paragraphs of Subsection b.

The Affirmative Action Advisory Council has been polled and approves this action.

Personnel # 3 - Amendment to the Personnel Policy - #9 - Change in Travel Benefits - 8/11/83

MEMORANDUM

November 20, 1980

TO: Boston Redevelopment Authority

FROM: Robert J. Ryan, Director

SUBJECT: Amendment #8 to the Personnel Policy - Change in Travel Benefits

In accordance with previous practices of the City of Boston, the Authority's present personnel policy authorizes a per diem rate of Fifty-Five (\$55.00) dollars. The City of Boston has recently increased their travel allowance and per diem as follows:

- a) Lodging expenses, supported by receipts, up to \$90.00 per night.
- b) A per diem allowance of \$25.00, supported by receipts. In the absence of receipts, \$18.75 will be allowed as the per diem. This is to solely cover meals.

In order that the Authority may reimburse employees in a manner comparable with the City of Boston, the following amendment to the Personnel Policy is submitted for your consideration. The Affirmative Action Advisory Council has been polled and approve this action.

Amendment No. 8

Voted: To amend the Authority's Personnel Policy under Section 22, "Official Travel and Mileage Reimbursement" by substituting in place of \$55.00, the following: (a) Lodging expenses, supported by receipts, up to \$90.00 per night. (b) A per diem allowance of \$25.00, supported by receipts. In the absence of receipts \$18.75 will be allowed as the per diem, this is solely to cover meals. This amendment to be effective 15, November, 1980.

MEMORANDUM

July 27, 1978

TO: BOSTON REDEVELOPMENT AUTHORITY

FROM: Kane Simonian, Secretary

SUBJECT: AMENDMENT NO. 7 TO THE PERSONNEL POLICY
CHANGE IN TRAVEL BENEFITS

In accordance with previous practices of the City of Boston, the Authority's present personnel policy authorizes a per diem rate of Thirty Six (\$36.00) Dollars. The City of Boston has recently increased their daily rate of per diem to Fifty Five (\$55.00) Dollars, effective July 1, 1978.

In order that the Authority may reimburse employees in a manner comparable with the City of Boston, the following Amendment to the Personnel Policy is submitted for your consideration. The proposed increase was approved by the Affirmative Action Advisory Council on July 11, 1978.

An appropriate Vote follows:

AMENDMENT NO. 7

VOTED: To amend the Authority's Personnel Policy under Section 22, "Official Travel and Mileage Reimbursement", by substituting in place of \$36.00 the number \$55.00 and by adding at the end of said sentence a new phrase; namely, "and the Authority may approve actual subsistence expenses in excess of \$55.00 per diem upon the submission of documented evidence of these expenditures".

March 9, 1978

MEMORANDUM

TO: The Boston Redevelopment Authority

FROM: Robert F. Walsh, Director

SUBJECT: Amendment No. 6 to the Personnel Policy/
Change in Sick Leave Benefits

The following Amendment to the Personnel Policy dated October 11, 1973, is submitted for your approval. The proposed change was voted by the Affirmative Action Advisory Council on March 6, 1978.

AMENDMENT NO. 6

VOTED: to amend the Authority's Personnel Policy under
2) Sick Leave, Page 10, as follows:

A. Upon voluntary resignation of an employee with fifteen (15) or more years service, or involuntary separation for economy reasons of an employee with fifteen (15) or more years service, as of the effective date of the resignation, or upon retirement or death, a portion of an employee's accrued but unused sick leave shall be payable in cash to the employee, or, in event of death, to his/her estate or designated beneficiary.

B. Percentage Applicable

That portion (T) of an employee's accrued but unused sick leave payable on retirement, death or resignation shall be the greater of (1) 15% or (2) the percentage resulting from application of the following:

Where:

A = Amount of accrued but unused sick leave balance at retirement, death or resignation.

P = Maximum possible amount of sick leave theoretically accruable to the employee during his years of service to the Boston Redevelopment Authority, City of Boston or County of Suffolk (i.e. assuming sick leave was never used or charged).

$$T = \frac{A}{P} \times 30$$

C. Pay Rate Applicable

The rate of pay (R) applicable shall be that derived by averaging the base pay in those three calendar years in which the employee's base pay from his Boston Redevelopment Authority, City or County position was the greatest. (Base pay shall be exclusive of overtime).

D. Service Applicable

1. Only that unused sick leave based on service to the Boston Redevelopment Authority, City of Boston or the County of Suffolk may be converted to cash payment.
2. "Service" for purpose of determining the fifteen years required for eligibility for cash payment on voluntary resignation or involuntary separation for economy reasons shall be fixed in accordance with Boston Retirement Board rules.

E. Payment Formula

Where: T = Percentage Applicable (Section B on Page 1)

A = Amount of Accrued but Unused Sick Leave
(Section B on Page 1)

R = Rate of Pay Applicable (Section C above)

Cash Payment = $T \times A \times R$

November 20, 1975

MEMORANDUM

TO: The Boston Redevelopment Authority

FROM: Robert T. Kenney, Director

SUBJECT: Amendment No. 5 to the Personnel Policy/
Employee Benefits for Part-Time Employees

A recent comparability survey of local firms indicated that part-time employees in the Boston area, working a minimum of twenty (20) hours per week, receive vacation, sick, and holiday benefits.

To be consistent with generally accepted personnel practice, the following proposed Amendment to the Personnel Policy is submitted for your approval to include part-time employees working a minimum of twenty (20) hours per week, under Employee Benefits for pro-rated sick, vacation and holiday leave.

AMENDMENT NO. 5

VOTED: To amend the Personnel Policy as follows:

1. Page 9, under 16. Employee Benefits, b. Leave 1), add new paragraph as follows:

and temporary employees
Part-time employees working a minimum of twenty (20) hours per week accrue pro-rated annual (vacation) leave.

2. Page 10.

- a. Second paragraph, Salaried and maintenance men, change sentence to read:

Salaried, maintenance, and part-time employees with more than six months continuous employment may take annual leave, earned and accrued on their Attendance and Leave Record, with the understanding that it shall be deducted from their leave when the records are adjusted annually on May 1.

- b. Under 2) Sick Leave, delete last two sentences and add:

Sick Leave with pay is accrued on a pro-rated basis by part-time employees working a minimum of twenty (20) hours per week.

3. Page 11.

- a. First paragraph, first sentence, change as follows

Salaried employees, maintenance men, Co-Operative Work Students and part-time employees who have a negative Sick Leave balance of 5 days or more shall be paid weekly only for the hours they actually work, until such time as the negative Sick Leave balance reaches zero.

- b. Second paragraph, Advance Sick Leave, after last sentence add new sentence:

Part-time employees, and co-operative work students are not eligible for Advance Sick Leave.

4. Page 12.

- a. Under c. 1., add new sentence after Holiday list:

Part-time employees are eligible for pro-rated holiday pay if they work a regularly scheduled five day week for a minimum of twenty (20) hours per week.

- b. Under 4., Religious Leave of Absence, add for last sentence:

Part-time employees and co-operative work students are eligible for Religious Leave of Absence. Part-time employees are eligible on a pro-rated basis.

- c. Under 8, Death Leave, add for last sentence:

Part-time employees and co-operative work students are eligible for Death Leave. Part-time employees are eligible on a pro-rated basis.

These benefits will become effective November 3, 1975. Previous continuous service with this Authority will be used when computing longevity for pro-rated annual (vacation) and sick leave.

EXECUTIVE SESSION

July 10, 1975

MEMORANDUM

TO: The Boston Redevelopment Authority
FROM: Robert T. Kenney, Director
SUBJECT: PROPOSED AMENDMENT NO. 4 TO THE PERSONNEL POLICY/
CHANGE IN RETIREMENT ELIGIBILITY

The following Amendment to the Personnel Policy dated October 11, 1973, is submitted for your approval.

This Amendment is contained in Section 3(2)(d) of Chapter 32, G.L., (Retirement Law).

AMENDMENT NO. 4

VOTED: to amend the Authority's Personnel Policy as follows:

Change first sentence under paragraph 16.f. Retirement, page 13 to read:

Participation in the State-City of Boston Retirement Plan shall be a condition of employment for all salaried, maintenance, building service, and part-time employees (excluding Co-Op Students, Work Study Students, Interns, Contract and Summer employees).

MEMORANDUM

May 1, 1975

TO: Boston Redevelopment Authority

FROM: Robert T. Kenney, Director

SUBJECT: Proposed Amendments to the Personnel Policy re
Per Diem Rate and Mileage Reimbursement - Amendment #3

The Authority, on October 19, 1972, voted to increase the per diem rate for travel expenses from twenty-four dollars (\$24.00) to thirty dollars (\$30.00). The City of Boston has recently increased their daily rate to thirty-six dollars (\$36.00).

On July 10, 1969, the Authority voted to increase the mileage allowance from eight cents (.08¢) to ten cents (.10¢). The City is currently reimbursing employees twelve cents (.12¢).

In order that the Authority may reimburse employees in a manner comparable with the City of Boston, the Director strongly supports the above increases.

VOTED: To amend the Personnel Policy of the Authority by increasing both the Per Diem rate from \$30.00 to \$36.00, and the Mileage Allowance from .10¢ to .12¢ effective May 1, 1975, thus bringing both reimbursements in line with the City of Boston practice.

EXECUTIVE SESSION

February 6, 1975

MEMORANDUM

TO: The Boston Redevelopment Authority
FROM: Robert T. Kenney, Director
SUBJECT: Amendment No. 2 to the Personnel Policy/
Change in Compensatory Time

The following Amendment to the Personnel Policy, dated October 11, 1973, is submitted for your approval. The proposed change was voted by the Affirmative Action Advisory Council on February 4, 1975.

AMENDMENT NO. 2

VOTED: to amend the Authority's Personnel Policy as follows:

Change the first paragraph under 3) Compensatory Time, Page 11, to read:

"Effective January 27, 1975, Compensatory Time is free time granted to salaried employees earning less than \$18,375.00 per year, this amount automatically adjusted upward as cost-of-living increases are granted, for extra hours worked over and above the regularly scheduled work day or work week to compensate for overtime. Any employee reaching this cut-off figure shall have six months to utilize any Compensatory Time he or she has accrued. The granting of Compensatory Time is entirely discretionary and dependent upon the approval in advance, 24 hours or more, of the employee's immediate supervisor."

Please Note: Underlined portion of sentence is only change.

CONFIDENTIAL

October 31, 1974

MEMORANDUM

TO: The Boston Redevelopment Authority
FROM: Robert T. Kenney, Director
SUBJECT: Amendment No. 1 to the Personnel Policy/
Change in Retirement Deductions

The following Amendment to the Personnel Policy dated October 11, 1973, is submitted for your approval.

This Amendment is contained in Chapter 249 of the Acts of 1974.

AMENDMENT NO. 1

VOTED: to amend the Authority's Personnel Policy as follows:

Change second sentence under paragraph 16. f. Retirement, Page 3, to read: Automatic weekly payroll deductions are made and credited to each employees account as follows: 5 percent for employees hired prior to January 1, 1975, and 7 percent for employees hired after January 1, 1975.

